

# Sherwood Park Northstars Executive Position Descriptions

## President

- is the chief spokesperson for the Association
- presides at all meetings of the Association and of the Executive Committee
- has general knowledge of all activities of the Association and will be an ex-officio member of all Committees
- represent the Association at the CDMFA
- act as signing authority along with the Vice President and Treasurer
- carries out other duties assigned by the Association

## Vice President

- assists the President in all Association activities
- presides at meetings in the President's absence
- fulfill the President's responsibilities in the event of resignation, incapacity or extended leave of absence of the President
- act as signing authority along with the President and Treasurer
- carries out other duties assigned by the Association

## Secretary

- attends all meetings and keeps accurate minutes of the same based on Robert's Rules of Order
- has charge for filing and safekeeping of all the correspondence and/or documentation of the Association

## Treasurer

- accounts for the funds of the Association and is responsible for the deposit and disbursement of funds as directed by the Executive Committee
- presents a full detailed account of receipts and disbursements to the Executive Committee whenever requested
- act as signing authority along with the President and Vice President
- prepares an annual financial statement, duly audited, of the financial position of the Association

## Coaching Liaison

- recruit new coaching staff
- arrange for training of coaching staff
- maintain coaching staff certification requirement
- conduct appropriate coaching staff meetings

## Registrar

- arrange and send notification for early and regular registration dates
- accepts all membership forms and keeps an accurate register of members
- receives and tracks registration fees for submission to the Treasurer
- read through and understand Registrar Handbook from CDMFA
- input registered player information through the CDMFA registration portal and inform CDMFA of any player withdrawals and late registrations
- sends registered player information to Football Alberta and informs them of any player withdrawals and late registrations

## **Manager**

- communication liaison between board, coaches and families - needs to be available during the day to respond to families, coaches, etc.
- updates and maintains TeamSnap
- have printed roster ready for each game
- arrange bus for "Away" games (Bantam)
- assist with equipment handout and return
- update and revise Player and Family Handbook
- Arrange "Home" crew volunteers
- Report game scores

## **Fundraising Coordinator**

- coordinate new fundraising initiatives in concert with members of the Executive, Managers, Coaches and other Directors
- coordinate bottle drive and home game 50/50 sales
- report monthly on activities and funds raised

## **Equipment Manager**

- purchase new equipment in accordance with budgetary guidelines
- maintain accurate equipment inventory records
- ensure all equipment is maintained, repaired, replaced and ready for safe use.
- keep equipment room efficiently organized and clean
- train equipment fitters and ensure sufficient trained fitters are at all equipment distribution
- organize and staff equipment return
- collect equipment that was not returned

## **Team Trainer**

- certified (or willing to be certified) to perform first aid, emergency first aid and athletic bracing and taping.
- exercise their authority at their discretion and comfort level for what is best for the player and the type of injury sustained
- attend practise, special sessions, events and games

## **Public Relations Manager**

- maintain website updates
- maintain updates on Facebook, Twitter

## **Director at Large**

- Is a member of the Executive Committee, assisting where needed on committees as they are formed throughout the year